DIVERSITY, EQUALITY AND INCLUSION POLICY

Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund’s aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.

Avita Pro Fide

St Edmund’s is committed to ensuring the welfare and protection of children in its care and this commitment is a fundamental part of the role of every person employed by St Edmund’s.

St Edmund’s College and Prep School (the ‘College / we) is an equal opportunities employer. All members of our community, whatever their function, status or ability, should be held in equal esteem.

In order to promote an environment within which the College can call upon the widest possible range of knowledge, skill and experience, as well as ensuring compliance with relevant legislation and codes of practice, it is our policy not to discriminate against anyone.

We are committed to promoting equal opportunities in employment and creating a workplace culture in which diversity and inclusion are valued and everyone is treated with dignity and respect. As part of our zero-tolerance approach to discrimination in any form, all employees and job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (Protected Characteristics). We are also committed to providing equitable treatment to all those we deal with as an organisation, including students, contractors, visitors and suppliers.

This policy is for guidance only and applies to all employees, officers, consultants, contractors, volunteers, interns, casual workers and agency workers. It does not form part of any contract of employment or other contract to provide services, and we may amend it at any time. This policy applies to all aspects of employment with the College, including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures and termination of employment.

1 Discrimination

You must not unlawfully discriminate against or harass other people, including current and former staff, job applicants, students, parents, suppliers, contractors and visitors. This applies within and outside the College (when dealing with students, their families/carers, suppliers or other College-related contacts or when wearing a College uniform). And on College related trips or events, including social events.

The following forms of discrimination are prohibited under this policy and are unlawful:

Direct Discrimination: treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because she is pregnant.

Indirect Discrimination: a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others and is not
justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.

**Harassment:** this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in the College's Dignity at Work Policy.

**Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment. This includes where someone mistakenly believes that the person victimised has done so.

**Disability Discrimination:** this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

### 2 Recruitment and Selection

The staffing process is governed by the College’s Safer Recruitment and Selection Policy. It is designed to achieve the best match between, on the one hand, the individual's knowledge and skills, experience and character and, on the other hand, the requirements of the vacant post.

Recruitment, promotion, and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. When recruiting or promoting, we will aim to take steps to improve the diversity of our workforce and provide equality of opportunity. Shortlisting and interviewing should be done by more than one person where possible.

Vacancies should generally be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying.

Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.

Job applicants should not be asked about health or disability before a job offer is made, except in the very limited circumstances allowed by law: for example, to check that the applicant could perform an intrinsic part of the job (taking account of any reasonable adjustments), or to see if any adjustments might be needed at interview because of a disability.

We are required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status should not be made based on appearance or apparent nationality. All prospective employees, regardless of nationality, must be able to produce original documents (such as a passport) before employment starts, to satisfy current immigration legislation. The list of acceptable documents is available from the HR Department.

### 3 Disabilities
If you are disabled or become disabled, we encourage you to tell us about your condition so that we can consider what reasonable adjustments or support may be appropriate. We will make such adjustments to work arrangements or premises as are reasonable to enable a disabled staff member to carry out his or her duties. This will include, but is not limited to, consideration of the provision of specialist equipment, role redesign, retraining and flexible hours.

Where, during the course of their employment, a disabled member of staff recognises their need for a reasonable adjustment to be made to work arrangements or College premises, he or she should discuss this requirement with the HR Director. The expertise of the disabled staff member concerning their own disability will be recognised, although the College reserves the right to request independent medical opinion where appropriate.

Once an adjustment has been made, its operation may need to be reviewed at agreed intervals, to assess its continuing effectiveness.

Applicants are encouraged to inform the College about a disability early on in the recruitment process, in order that reasonable adjustments or appropriate support may be considered. A disability will not justify the non-recruitment of an applicant. Such reasonable adjustments to the recruitment procedure shall be made as are required to ensure that applicants are not disadvantaged because of their disability. For example, where written tests are used, alternative arrangements will be made for visually impaired applicants.

Before an applicant is judged, because of a reason related to their disability, to have failed to meet the requirements of a job description and person specification, or to have been less suitable than other applicants, full consideration will be given to whether reasonable adjustments can be made which will counteract this disadvantage.

4 Part-Time and Fixed-Term Work

Part-time and fixed-term employees should be treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

Specifically, part-time teachers’ pay is calculated with reference to the full-time equivalent. Timetables for each academic year are always complex and impact on all staff. Given the changing nature of staffing and subject demand each year, working hours cannot be guaranteed year on year, but we do try our best to accommodate part-time staff and maintain an agreed percentage of full-time teaching wherever possible. A part-time teacher’s salary will always reflect working timetabled Periods and Period 7 hours for each academic year. The College cannot guarantee particular days off in each working week, year on year.

Salaries for part time teaching staff are currently calculated based on the percentage of a full-time teacher’s working week. We work in a fortnightly ‘cycle’ of 7 teaching periods per day (70 periods per cycle).

A full-time teacher is allowed 20% non-contact time, which equals 14 teaching periods per cycle. They would therefore be timetabled for 56 contact periods (including period 7s). Although not always the case, this would usually be broken down into 48 periods 1-6 and 8 period 7s per cycle (24 teaching periods and 4 period 7s per week).
Part time teachers’ salaries are calculated as the appropriate percentage of the above. For example, a teacher working 29 periods 1-6 and 4 period 7s per cycle, would be paid 60% of the full-time equivalent salary.

Where a teacher is being paid – for example – 50% of their full time equivalent salary but is not actually working the requisite periods and so is being overpaid, the College will try and ensure that additional period 7s can be offered, or other timetabled contact time (such as King Room Supervision) in order to bring their timetable to the correct level.

The College must calculate salaries consistently. It may happen, therefore, that if a teacher cannot work additional periods in order to bring their timetable to the correct percentage to match their salary, the College will have to reduce salary accordingly.

5 Training and Development

Structured training and development (INSET) at all levels within the College is essential to the efficient and effective delivery of high-quality education and operation of our support services and the development of the individual.

The College aims to ensure that all employees have the knowledge, skills and experience to satisfactorily meet the required standards of job performance.

Training needs will be identified through the College’s Appraisal system. You will be given appropriate access to training to enable you to progress within the College and all promotion decisions will be made on the basis of merit.

6 Equal Opportunities for Students

The College, as a caring, Catholic community, aims to develop the talents of every child to achieve their potential and will ensure that no one receives less favourable treatment on prohibited grounds.

Adequate support will be provided for students who have special educational needs, including those whose first language is not English.

Teaching must promote fundamental British values and not discriminate against pupils on the basis of the protected characteristics. Advice about how to avoid discriminating unlawfully is available from the website of the Equality and Human Rights Commission.

All staff, including teachers, are expected to respect the rights of others and to respect those with different beliefs. Expressing a view in an unprofessional way that involves singling out students on grounds of sexuality, or presenting extreme views without balance on a topic, would be considered inappropriate. Any member of staff found to be discriminating in any way against a student or failing to follow College procedures, shall be subject to the College Disciplinary Policy.

The College will ensure that boarders will not experience inappropriate discrimination because of differences arising out of gender, pregnancy or maternity, disability, race, religion or belief, cultural background, linguistic background, special educational need/s, sexual orientation, gender reassignment or academic or sporting ability. These factors must be taken into account in the care of all boarders, so that care is sensitive to different needs. The College’s plan in relation to PSHE (personal, social health and economic education) encourages respect for other people, with particular regard to the protected characteristics,
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in order to promote respect and a culture of tolerance and diversity among students. Students must be encouraged to respect other people, even if they choose to follow a lifestyle that one would not choose to follow oneself.

7 Breaches of this Policy

The College takes a strict approach to breaches of this policy, which will be dealt with under our Disciplinary Procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.

If you believe that you have suffered harassment, bullying or discrimination, or witnessed it happening to someone else in the College, you can raise the matter through our Grievance Procedure. Complaints will be treated in confidence and investigated as appropriate.

There must be no victimisation or retaliation against staff who complain about or report discrimination. If you believe you have been victimised for making a complaint or report of discrimination or have witnessed it happening to someone else in the workplace, you should raise this through the College Grievance Procedure.

We encourage the reporting of all types of potential discrimination, as this assists us in ensuring that diversity, equity and inclusion principles are adhered to throughout the College. However, making a false allegation deliberately and in bad faith, or that you know to be untrue, will be treated as misconduct and dealt with under the College Disciplinary Procedure.

| Owner of policy: | HR Director |
|Reviewed by: | HR Director |
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